

Title:	Asbestos	
Purpose:	To establish an asbestos safety program for City and County of Honolulu employees in accordance with the Hawaii Occupational Safety and Health Law.	
Issued by:	Industrial Safety and Workers' Compensation	Date: February 15, 2005
References:	Hawaii Administrative Rules (HAR), Title 12, Chapters 145.1 and 206, Asbestos; CS Circulars 1248 (6-6-80), 26-87 (12-2-87), and 5-90 (4-20-90)	

I. POLICY

The City and County of Honolulu (City) will administer a continuing, effective asbestos safety program to control employee asbestos exposure to less than the permissible exposure level (PEL), in accordance with Chapters 145.1 and 206, HAR, as applicable. This policy covers City employees performing small-scale, short duration renovation and maintenance work, spill cleanup and automotive brake and clutch repair operations. Asbestos removal, renovation and maintenance outside these parameters will be contracted to companies specializing in asbestos work.

II. APPLICABILITY

This policy is applicable to all City and County of Honolulu departments, agencies and employees.

III. DEFINITIONS

"Asbestos" is a common name for a group of minerals that include chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos and any of these minerals that have been chemically treated or altered.

"Asbestos Containing Materials (ACM)" means any material or product that contains more than one percent asbestos. Asbestos products may include reinforced asbestos cement sheets and pipes, pipe insulation, roofing felt and shingles, floor tiles, patching and taping compounds, brake linings, clutch facings, insulating paper and protective clothing.

"Employee exposure" means exposure to airborne asbestos or a combination of any included minerals that would occur if the employee were not using respiratory protection.

"Permissible Exposure Level (PEL)" means the level of exposure that employees can be exposed to, day after day, without adverse affect.

1. For small scale, short-duration renovation and maintenance work: airborne concentrations of asbestos fibers of 0.1 fibers per cubic centimeter as an 8-hour time-weighted-average (TWA).
2. For automotive brake and clutch repair operations: airborne concentrations of asbestos fibers of 0.1 fiber per cubic centimeter as an 8-hour TWA or 0.5 fibers longer than 5 micrometers per cubic centimeter of air for any fifteen minute period.

“Small-scale, short-duration activities” means small-scale means a surface less than 430 square inches, and short duration means less than three hours. Tasks include, but are not limited to:

1. Removal of ACM on pipes.
2. Removal of small quantities of ACM insulation on beams or above ceilings.
3. Replacement of ACM gasket on a valve.
4. Removal of a small section of ACM drywall.
5. Installation of piping or electrical conduit through or proximate to ACM.
6. Drilling, sanding, sawing or cutting ACM walls, floors, etc.

IV. RESPONSIBILITIES

Specific responsibilities for the asbestos safety program are established as follows:

A. Department of Human Resources (DHR)

1. Administer and monitor the asbestos safety program.
2. Review and update the program as changes occur in the law.
3. Advise and assist departments and agencies in implementing their programs.
4. Review, approve and periodically monitor department and agency asbestos safety programs for compliance with Hawaii Occupational Safety and Health Law.

B. Departments of Enterprise Services, Facility Maintenance, Design and Construction, Parks and Recreation, Transportation Services and the Board of Water Supply

Department and agency heads are responsible to comply with this policy and Chapters 145.1 and 206, HAR, as applicable. This includes, but is not limited to, the following:

1. Appoint, in writing, an asbestos program manager, to manage the asbestos safety program.
2. Develop and implement written department or agency procedures, work practices and engineering and administrative controls to:
 - a) Inventory all facilities for ACM.
 - b) Post asbestos caution signs on all ACM.
 - c) Inspect at least every 6 months all ACM to detect deterioration and take corrective action as necessary.

- d) Handle safely ACM during small-scale, short duration maintenance and renovation activities, and automotive brake and clutch operations.
- e) Dispose ACM safely.
- f) Deal promptly with asbestos related emergencies, such as spills.
- g) Monitor all asbestos operations to determine employee exposure as required by Chapters 145.1 and 206, as applicable.
- h) Provide training in asbestos safety procedures to maintenance and engineering staff (planners, estimators, inspectors, electricians, heating and air conditioning repairers, plumbers, carpenters, custodians, etc.) and fleet mechanics required to handle ACM to include:
 - i. Information regarding the various types of asbestos and the uses and forms they may encounter.
 - ii. Information on the health effects associated with asbestos exposure.
 - iii. Description of the proper methods of handling ACM.
 - iv. Information on the use of High Efficiency Particulate Air (HEPA) dual cartridge respirators and other personal protective equipment used during maintenance, renovation and repair activities.
 - v. Maintenance activities that are prohibited when ACM are involved.
- i) Coordinate an Asbestos Medical Surveillance Program with the DHR Division of Health Services to cover employees who are or will be exposed to airborne concentrations of asbestos fibers at or above the PEL's or who are required to wear negative pressure respirators while performing work under this policy.

C. Division of Health Services

Develop and implement a written Asbestos Medical Surveillance Program to comply with Chapters 145.1 or 206, as applicable, for employees who are or will be exposed to airborne concentrations of asbestos fibers at or above the 0.1 fibers per cubic centimeters and documented by air monitoring results or who are required to wear negative pressure respirators to perform work under this policy.

D. Departments and Agencies

Develop and implement written spill procedures to reduce the potential for exposure to unexpected airborne asbestos contamination of occupied spaces. For example, a leaky roof may cause damage to ACM ceiling insulation. Procedures should include, but are not limited to:

1. Securing and evacuating the affected area.
2. Requiring affected personnel to leave the area and post warning signs.
3. Informing responsible personnel (supervisor, manager) of the spill.
4. Minimizing the affects of the spill by containing the area and securing air-handling equipment, such as turning off fans or air conditioners.

V. DISPOSAL

Specific responsibilities for the asbestos safety program are established as follows:

A. Preparing for disposal

1. ACM waste must be adequately wetted prior to double bagging in heavy-duty plastic bags (6 mil thick) or other suitable impermeable containers and sealed. Care must be exercised to prevent bags and other containers from rupturing during handling.
2. All bags or containers containing ACM must be identified with standard asbestos warning labels.

<p style="text-align: center;">DANGER CONTAINS ASBESTOS FIBERS AVOID CREATING DUST CANCER AND LUNG DISEASE HAZARD</p>

3. Disposal containers and warning labels may be purchased from most local safety equipment vendors.
4. Make arrangements with a disposal site (landfill) at least one day prior to delivery to provide details as to the type of ACM, estimated time of delivery and estimated volume for disposal.

B. Transporting ACM to disposal site

The ACM generating agency will arrange for the transport of the sealed containers to the disposal site. Care must be exercised to prevent bags and other containers from rupturing during transportation to the disposal site.

C. Disposal

Upon arrival at the disposal site, inform the scale attendant or disposal site operator that you are transporting ACM. Carefully place the bags or containers into the areas designated for disposal. Follow the instructions of the disposal site operator at all times.